BY ORDER OF THE COMMANDER
43D AIRLIFT WING

POPE AFB INSTRUCTION 21-110

20 APRIL 2001

Maintenance

REPAIR AND CALIBRATION OF TEST, MEASUREMENT AND DIAGNOSTIC EQUIPMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 43 MXS/LGMD (MSgt McKinnon)
Supersedes PAFBI 21-110, 14 July 1997

Certified by: 43 MXS/CC (Lt Col Rhame)
Pages: 14
Distribution: F

This instruction provides guidance, and outlines responsibilities for, and is applicable to, organizations requiring support from the Precision Measurement Equipment Laboratory (PMEL), Test, Measurement and Diagnostic Equipment (TMDE) Flight, 43d Maintenance Squadron, Pope AFB, NC.

SUMMARY OF REVISIONS

Removed paragraph numbers for 1.2 References and 1.3 Definition of Terms. Changed paragraph 1.3 to 1.4 and added new paragraph 1.3, "Abbreviations and Acronyms." Changed "division" to "laboratory" in paragraph 1.3.2. Deleted paragraph 1.3.7 and replaced with TMDE Master Inventory definition. Added "support" to paragraph **2.1.2.** Paragraph **2.2.1.**, added e-mail address and "see **Attachment 1**" to second sentence. Paragraph **2.3.1.** deleted "and 1200 to 1545," replaced the second sentence, and added last sentence. Paragraph **2.3.2.** added "on their appointed day" to second sentence, changed "on" to "by" in the third sentence, and added "scheduled" to the fourth sentence. Paragraph **2.3.3.**, revised last sentence to include name of technical expert who identified service required and deleted requirement for TMDE Monitor's name. Added last sentence to paragraph **2.3.4.** Paragraph **2.3.5.** added "notification" and changed "commander" to "flight chief" in fifth sentence. Added fifth sentence to paragraph **2.3.7.** Paragraph 2.3.8, clarified last sentence and merged information into paragraph **2.3.3.** Added "and approved by TMDE Flight Chief" and "see **Attachment 2**" to second sentence of paragraph **2.4.1.** Priority assignments changed for paragraphs **2.4.1.3.**, 2.4.1.4, 2.4.1.7, 2.4.1.8 and added **2.4.1.9.** Changed "immediately" to "within one hour" in paragraph **2.4.2.** Corrected technical order (TO) reference in paragraph **2.7.1.** Deleted last sentence of paragraph **2.7.3.** and all of paragraph **2.7.4.** Renumbered paragraph 2.7.5 to **2.7.4.** Added last sentence to paragraph **3.1.2.** Changed "monthly" to "quarterly" in first sentence of paragraph **3.3.1.** In first sentence of paragraph **3.3.3.**, changed "equipment schedule" to "master inventory listing" and "month" to "January, April, July and October." Paragraph **3.5.3.** changed "unit Commander" to "OWCs flight chief" in the first sentence and added "and the unit commander will be notified in writing" to last sentence. In paragraph **3.8.** changed all references from "commander" to "flight chief." Added the

word “to” to second sentence of paragraph **3.9.1.** Updated phone numbers in paragraphs **4.2.** and **4.3.** Added e-mail line for TMDE Monitors in **Attachment 1**.

1. Introduction.

1.1. General. PMEL receives base reference measurement standards from the Air Force Primary Standards Laboratory, which serves as the link in traceability of measurements to the National Institute of Standards and Technology. PMEL uses base reference measurement standards to calibrate working standards. Working standards are then used to calibrate TMDE owned by organizations.

2. Obtaining Service.

2.1. Establishment of Work Center Support:

2.1.1. Each activity which is not part of the 43d Airlift Wing must have a Host-Tenant or Interservice Agreement to obtain services from the TMDE Flight. The only exceptions are Air Force activities requiring host-tenant support agreements, which are exempted in AFI 25-201, *Support Agreement Procedures*.

2.1.2. Organizations having work centers supported by the TMDE flight should integrate new equipment support requirements into existing work centers.

2.1.3. Requests for support of a new work center must include the signature of the maintenance officer or equivalent, a list of TMDE by part number, nomenclature, serial number and quantity; complete mailing address (street, building, room, etc.) and telephone number. Work Center TMDE Coordinator Appointment Letters should be included with this request.

2.1.4. The mailing address for PMEL is as follows:

43 MXS/LGMD

2480 SURVEYOR ST.

POPE AFB NC 28308-5000

2.2. Appointment of TMDE Coordinators.

2.2.1. Work centers supported by the TMDE flight must have a primary and alternate TMDE coordinator. A Work Center TMDE Coordinator Appointment Letter (see **Attachment 1**) must include the coordinator's name, rank, work center mnemonic, major command, complete mailing address (street, building, room, etc.), e-mail address, and telephone number. The appointment letter must be signed by the work center's maintenance officer or equivalent.

2.2.2. Each primary and alternate work center TMDE coordinator must receive orientation training prior to assuming their duties. Training sessions are held monthly in the PMEL building located at 2480 Surveyor Street and conducted by the PMEL scheduler. Contact the scheduling section by telephoning 394-6482 to obtain training dates.

2.2.3. Work center TMDE coordinators must bring their OWC TMDE coordinator folder to the training class. Each folder will include:

2.2.3.1. A current copy of this instruction.

2.2.3.2. Work Center TMDE Coordinator Appointment Letter.

2.2.3.3. Corrected copy of the TMDE Master Inventory Listing.

2.2.3.4. Equipment schedule.

2.2.3.5. Hand receipts for TMDE at PMEL.

2.3. Pickup and Delivery of TMDE:

2.3.1. Scheduling Hours. PMEL production control scheduling hours are from 0730 to 1100, Monday through Friday. Under special circumstances and by appointment only, the production control scheduling section will accept TMDE from 1200 to 1545. TMDE monitors should coordinate with the PMEL production scheduler to establish a specific duty day for routine customer delivery (example: OWC AR500 schedules/delivers all TMDE due calibration during the upcoming week on Mondays any time between 0730 and 1100).

2.3.2. Scheduled TMDE. Work center TMDE coordinators should deliver scheduled TMDE between 0730 and 1100 on their appointed day. Deliver scheduled TMDE to PMEL by the date due calibration, not to exceed seven calendar days prior to the date due. Deliver TMDE due calibration on non-duty days to PMEL on the closest appointed duty day preceding the date due calibration. Improper TMDE deliveries disrupt the PMEL workflow and will delay the calibration process for many customers. Exceptions for delivery of TMDE will be reviewed on a case-by-case basis and must be coordinated with the PMEL scheduler prior to delivery.

2.3.3. Unscheduled and Initial Calibration TMDE. Scheduling unscheduled TMDE must be coordinated through the PMEL scheduler. After coordination, the unscheduled TMDE will be delivered between the hours of 0730 - 1100. Exceptions to scheduled delivery dates and times must be coordinated with the PMEL Scheduler prior to delivery. A completed AFTO Form 350, **Repairable Item Processing Tag** must be attached to unscheduled and initial calibration TMDE prior to delivery at PMEL. (TO 00-20-2-10, Chapter 6, *Maintenance Data Documentation*). A name of the technical expert who identified the problem or required service, telephone number, OWC, and an accurate description of the malfunction or service required must be identified on the AFTO Form 350.

2.3.4. Emergency and Mission Essential TMDE. Emergency and mission essential TMDE may be scheduled into the PWC anytime. For emergency or mission essential support during non-duty hours, contact Maintenance Aircraft Coordination Center (MACC) by telephoning 394-9031 and ask them to relay/radio message to Maintenance 3.

2.3.5. Overdue TMDE. TMDE is overdue when the current date exceeds the TMDE calibration due date indicated on the TMDE certification label. Overdue TMDE cannot be used. PMEL schedulers monitor overdue TMDE daily and will contact the work center TMDE coordinator when TMDE is past the due calibration date. If the OWC fails to have the item scheduled into the PMEL within three duty days, a notification letter will be sent to the OWCs flight chief. Exceptions will be made on a case-by-case basis when valid reasons prevail (e.g., TDY, loaned and not returned, etc.).

2.3.6. TMDE Awaiting Customer Pickup. PMEL schedulers will notify work center TMDE coordinators when PMEL completes calibration of TMDE. Coordinators must pick up TMDE within three workdays of notification. If the TMDE is not picked up as specified, the work center's flight chief will receive written notification. The work center will have five working days from the date

of the letter to pick up the TMDE. If TMDE is still not picked up, the work center's unit commander will receive written notification. (***NOTE***: PMEL schedulers may approve valid deviations). TMDE coordinators must present hand receipts to the scheduler to obtain completed TMDE.

2.3.7. Deploying TMDE. If an organization has TMDE deploying in support of a scheduled event, any TMDE coming due during that time needs to be calibrated prior to the actual deployment. The owning work centers can start scheduling these items into PMEL one-month prior to the actual deployment. Contact the schedulers for turn-in appointments. TMDE monitors must provide a complete list of TMDE required for deployments with the following information prior to delivery of TMDE: PMEL Identification Numbers, Part Numbers, Date Due Calibration, Unit Return Date. For no notice deployments, bring required items to PMEL and let the schedulers know it is needed for the impending deployment. These items will be treated as priority calibrations and returned to the owners as fast as possible. While deployed, any TMDE that has passed the date due calibration or where the performance is in doubt needs to be supported at the nearest PMEL laboratory. Call that PMEL for local procedures to be followed for obtaining support.

2.4. Priority Support Requirements:

2.4.1. TMDE priority is assigned according to mission need and is identified in PAMS as Priority 1 through 9. TMDE will be assigned Priority 1 or 2 only if a written priority request (see **Attachment 2**) is submitted to and approved by the TMDE Flight Chief. TMDE priorities are as follows:

2.4.1.1. Priority 1: Emergency TMDE (Temporary)

2.4.1.2. Priority 2: Mission Essential TMDE (Temporary)

2.4.1.3. Priority 3: Standing Priorities

2.4.1.4. Priority 4: Deploying TMDE (Temporary)

2.4.1.5. Priority 5: Laboratory Standards

2.4.1.6. Priority 6: Lateral/Depot supported equipment

2.4.1.7. Priority 7: Workload management (Temporary)

2.4.1.8. Priority 8: On-Site Calibrations

2.4.1.9. Priority 9: All other TMDE

2.4.2. Unit commanders will be notified if a work center fails to pick up Priority 1 or Priority 2 TMDE within one hour.

2.5. Calibration Determination:

2.5.1. TMDE not listed in TO 33K-1-100-2, *PMEL Interval, Calibration and Repair Technical Order Reference Guide and Work Unit Code Manual* or the applicable CMS must have calibration determination obtained from the Air Force Metrology and Calibration Program (AFMETCAL) Det 1.

2.5.2. Work centers must supply technical data, manufacturer's handbook, or any commercial data (copies are acceptable) listing the specifications, including accuracy, ranges, and parameters of equipment not listed in TOs. 33K-1-100-2 or applicable CMS. AFMETCAL Det 1 will use this data as reference material for writing an Air Force calibration procedure.

2.5.3. The OWC should label technical data with current mailing address, coordinator's name and OWC phone number. This data will be returned to the OWC when AFMETCAL Det 1 completes the action.

2.5.4. When possible, PMEL will initially calibrate TMDE to manufacturer's specifications and give it a calibration interval not to exceed 12 months.

2.5.5. When possible, request an extra manual for PMEL when purchasing new or one-of-a-kind TMDE.

2.6. Oxygen Gages.

2.6.1. Liquid Oxygen (LOX) gages will be scheduled into PMEL only with proof of compliance with the provisions of TOs 37C11-1-1, *Cleaning of Pressure Gauges Used on Liquid Oxygen Systems* and 15X-1-102, *General Care and Cleaning of Oxygen Gauges and Oxygen Related Test Equipment*.

2.6.2. Oxygen TMDE is extremely hazardous and presents a serious threat to life if handled improperly. If assistance is needed, PMEL will provide cleaning equipment and training to the OWC for oxygen TMDE.

2.7. No Periodic Calibration Required (NPC).

2.7.1. TMDE that meets the criteria of T.O. 00-20-14, *Air Force Calibration and Metrology Program,* paragraphs 3.2.5 and 3.2.6 may be designated NPC, provided it has received an initial calibration.

2.7.2. TMDE that has been initially calibrated may be designated NPC by the owning work center.

2.7.3. To obtain NPC status on TMDE, submit a written request to the TMDE Flight.

2.7.4. TMDE designated NPC will require a complete calibration after repair has been accomplished.

2.8. No Calibration Required (NCR).

2.8.1. TMDE listed in TOs. 33K-1-100-2 or CMS as NCR/PMEL and not listed on the OWC Master Inventory listing will be identified by part number, serial number, nomenclature, and manufacturer to the production scheduling section.

2.8.2. The OWC is responsible for affixing labels to TMDE identified as NCR/USER and may be asked to affix these labels to TMDE identified as NCR/PMEL.

2.9. Calibrate Before Use (CBU).

2.9.1. TMDE that meets the criteria as defined in T.O. 00-20-14 para. **3.2.2.** may be designated CBU after it has passed initial calibration and at the OWCs request. The certification label will have a date due/CBU in the date due block of the limited certification label.

2.9.2. Previously calibrated TMDE does not need recalibration unless requested by the OWC prior to designating CBU.

2.9.3. TMDE designated CBU must be recalibrated prior to use after the date due calibration has passed. The OWC must coordinate with the scheduling section for an appointment to bring the item in for calibration.

3. Operations.

3.1. TMDE Due Calibration Schedule.

3.1.1. The production control unit will produce the equipment schedules monthly. The schedule consists of three sections.

3.1.1.1. Section I--all overdue TMDE.

3.1.1.2. Section II--status of all TMDE in PMEL.

3.1.1.3. Section III--all TMDE due calibration within ninety days.

3.1.2. The equipment schedule is usually available for pickup by the end of each month. On-base OWC coordinators must pick up the their schedule from the PMEL scheduler. Off-base coordinators may have their schedules mailed to them, if justified. TMDE monitors with access to Pope's Network Neighborhood can find electronic versions of the TMDE Due Calibration Schedule and other reports on Lognet at \\43lg-fs01\43MXS\LGMD.

3.1.3. The OWC coordinators will check and correct all entries on the equipment schedule and return one copy of the equipment schedule to the 43 MXS/LGMD within five days of receipt.

NOTE: The schedule includes torque wrenches, category III and category IV TMDE, for which PMEL has maintenance responsibility. Other category IV TMDE maintained by other PWCs are not included in the product.

3.2. Hand receipts.

3.2.1. Two hand receipts will be generated for each piece of TMDE scheduled into PMEL.

3.2.1.1. TMDE schedulers will attach one copy of the hand receipt to the equipment prior to placing the unit in Awaiting Maintenance (AWM) status.

3.2.1.2. One copy of the hand receipt will be given to the OWC as their hand receipt.

3.2.2. TMDE will not be returned to the OWC without the proper hand receipt or letter of justification. If a hand receipt is misplaced or lost, the shop chief must write a letter to the 43 MXS/LGMD indicating they own the equipment before the TMDE will be released to the OWC. This action is necessary to protect all TMDE owners.

3.3. TMDE Master Inventory Listing.

3.3.1. The Production Control Unit will produce this listing quarterly. It lists all the equipment receiving maintenance support from the TMDE Flight by OWC.

3.3.2. This listing will be corrected and one copy returned to 43 MXS/LGMD within ten days of receipt. Each OWC should keep a corrected copy of this listing until a new updated listing is received.

3.3.3. The master inventory listing is usually available for pickup by the end of the January, April, July and October. On-base OWC coordinators must pick up the their listings personally from the PMEL. Off-base coordinators may have their listings mailed to them, if justified.

3.4. Equipment Awaiting Parts (AWP).

3.4.1. Production Control Supply Liaison (PCSL) will notify the OWC within five workdays of items that are AWP and provide status of parts that are on back order.

3.4.2. Replacement parts can be difficult to obtain for TMDE because of the age of the TMDE or low part consumption rates within the supply system. The PCSL will closely monitor the status of requisitions for TMDE awaiting parts. When requested by the PCSL, work center TMDE monitors should provide mission impact statements to support requests for supply assistance to resolve unrealistic requisition delivery dates. Determination of not reparable at this station (NRTS) and replacement actions are based on the owner's need to accomplish the mission. It is impossible for the PCSL to know how each item of TMDE is used or the reason for nonavailability of parts. Communication between the owner and PCSL is essential for timely deliveries.

3.5. Overdue TMDE.

3.5.1. Organizational commanders must ensure work centers adhere to the calibration schedule to prevent TMDE from becoming overdue calibration.

3.5.2. TMDE is considered overdue when it is not received within three days (five days for work centers which are off base) after the calibration due date.

3.5.3. The production control scheduler will send a letter to the OWCs flight chief identifying all overdue TMDE. Overdue TMDE with no validated status will be deleted from the TMDE Master Inventory Listing and the unit commander will be notified in writing if it is not received within thirty days of due date.

3.6. Care of TMDE.

3.6.1. Production control personnel will not accept soiled TMDE.

3.6.2. IAW T.O. 00-20-14, all TMDE will be handled as delicate instruments. Maximum protection and cushioning will be provided during transportation to and from the PMEL.

3.6.3. All unmated connectors must be covered with moisture and vapor proof caps prior to transferring TMDE to the PMEL. Connectors connected to circuitry subject to damage by electrostatic discharge (ESD) will be covered with conductive cap (reference T.O. 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Testing of Electronic Equipment*).

3.6.4. External cords, cables, accessories and special adapters will be secured with TMDE prior to movement.

3.7. Technical Data (User Supplied). OWCs are responsible for requisition and maintenance of equipment technical data. The TMDE Flight does not maintain technical data for unique systems, one-of-a-kind commercial equipment or special purpose limited usage equipment. TMDE Flight personnel will call the OWC when technical data is required and the requesting technician will provide their name. The OWC will provide the name of the technician who requested the technical data and deliver the technical data to the TMDE Flight production control scheduler. When technical data is not available, the equipment will be returned to the OWC.

3.8. Abused TMDE. Abused TMDE will be identified in writing to the OWCs flight chief. Abused TMDE will be returned to the OWC without maintenance action and will be rescheduled only after the OWC flight chief acknowledges receipt of the abuse letter. Recurring instances of abused TMDE will be elevated to the appropriate level of command for corrective action. Repair costs may be deferred to the owning unit for investigation and collection.

3.9. Unserviceable Equipment. OWCs who receive TMDE from supply will leave condition tags attached to the equipment. If defective TMDE is discovered during initial calibration, the following procedures will apply:

3.9.1. TMDE issued from depot stock or shipped from a manufacturer will be returned for the OWC to submit a Material Deficiency Report (MDR). TMDE flight personnel will furnish technical details relating to the failure. Depot personnel through the MDR system will determine unserviceable unit disposition.

3.9.2. Warranty repair is available on some items. Warranty items will be returned to the OWC for processing through the base contracting office for manufacturer repair. TMDE Flight personnel will furnish technical details concerning the rejection or failure, warranty information, and procedural processing information.

4. Other Information.

4.1. Mission Changes. OWC TMDE coordinators should coordinate mission changes and inspections with the TMDE equipment scheduler as soon as possible. Coordinating mission changes and upcoming inspections allow the TMDE scheduler to plan support requirements and services.

4.2. Modernization of TMDE. The TMDE Flight Chief or designated representative will assist any work center desiring to update or modernize its TMDE. The OWC TMDE coordinator should obtain an appointment by telephoning 394-6487.

4.3. Use of Inspectors. If the OWC receives malfunctioning TMDE from the PMEL, the OWC TMDE coordinator should notify the TMDE Flight Quality Process Evaluator (QPE) by telephoning extension 394-6490. The OWC TMDE coordinator should be prepared to provide pertinent information. If the TMDE QPE cannot determine serviceability, the QPE will perform an on-site evaluation and attempt to correct the deficiency. A PMEL technician and an OWC technician may be required to resolve the problem. The OWC TMDE coordinator must be prepared to reschedule the TMDE back into the PMEL. If the OWC is dissatisfied with the efforts to resolve the problem, the OWC supervisor and TMDE coordinator should report their dissatisfaction to the TMDE Flight Chief.

4.4. Disposition of Documentation. Dispose of documentation in accordance with AFMAN 37-139, *Records Disposition Schedule*.

RICHARD J. CASEY, Brig Gen, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Organizational commanders must ensure their TMDE is repaired, calibrated, and certified as prescribed in AFI 21-113, AMCI 21-101, T.O. 00-20-14, T.O. 33K-1-100-1, T.O. 33K-1-100-2, command directives, and calibration and measurement summaries (CMS). TMDE will be calibrated at regularly scheduled intervals (unless exempted by T.O. 00-20-14, T.O. 33K-1-100-1 and T.O. 33K-1-100-2). Commanders should ensure applicable reference materials are available for work centers receiving support from the TMDE flight. Owning Work Center (OWC) managers, supervisors, and coordinators must be familiar with references pertaining to the repair and calibration of TMDE.

References

AFI 25-201, *Support Agreement Procedures*

AFMAN 37-139, *Records Disposition Schedule*

AMCI 21-101, *Maintenance Management Policy*

AFI 21-113, *Air Force Calibration and Metrology Program*

T.O. 00-20-2-10, Chapter 6, *Maintenance Data Documentation*

T.O. 00-20-14, *Air Force Calibration and Metrology Program*

T.O. 00-25-234, *General Shop Practice Requirements for the Repair, Maintenance, and Testing of Electronic Equipment*

T.O. 00-25-238, *Base Level Maintenance and Calibration of all Jet Engine Test Cells*

T.O. 35D-54, *USAF Material Deficiency Reporting and Investigation System*

T.O. 11H4-1-5, *Periodic Inspection and Certification of FSC 6665 Equipment and Standards*

T.O. 15X-1-102, *General Care and Cleaning of Oxygen Gauges and Oxygen Related Test Equipment*

T.O. 33-1-27, *Logistics Support of Precision Measurement Equipment*

T.O. 33-1-32, *Inspect FSC Equipment and Replace Two Wire Power Cords of receptacles*

T.O. 33-1-35, *Inspect FSC Equipment and install Warning Decal (FSC 6625 Digital Volt/Ohmmeters)*

T.O. 33K-1-100, *PMEL Interval, Calibration and Repair Technical Order Reference Guide and Work Unit Code Manual*

T.O. 1A-10A-37, *USAF Calibration and Measurement Summary for the A-10 Aircraft*

T.O. 37C11-l-l, *Cleaning of Pressure Gauges Used on Liquid Oxygen Systems*

Abbreviations and Acronyms

AFMETCAL—Air Force Metrology and Calibration Program

AWM—Awaiting Maintenance

AWP—Awaiting Parts

AFTO—Air Force Technical Order (as used on forms)

CBU—Calibrate Before Use

CMS—Calibration and Measurement Summary

ESD—Electrostatic Discharge

FSC—Federal Stock Class

IAW—In Accordance With

LOX—Liquid Oxygen

MACC—Maintenance Aircraft Coordination Center

MDC—Maintenance Data Collection

MDR—Material Deficiency Report

NCR—No Calibration Required

NPC—No Periodic Calibration

NRTS—Not Repairable at This Station

OWC—Owning Work Center

PAMS—PMEL Automated Management System

PCSL—Production Control Supply Liaison

PMEL—Precision Measurement Equipment Laboratory

PWC—Performing Work Center

QPE—Quality Process Evaluator

TMDE—Test, Measurement, and Diagnostic Equipment

TO—Technical Order

Terms

Test, Measurement and Diagnostic Equipment (TMDE)—Precision measurement tools and test equipment used to measure, calibrate, gauge, test, inspect, diagnose or otherwise examine materials, supplies and equipment to determine whether they comply with the specifications established in engineering drawings, technical orders, military standards and specifications.

Precision Measurement Equipment Laboratory (PMEL)—The Type IIB laboratory within the TMDE Flight, which repairs and calibrates TMDE for the general base populace.

Owning Work Center (OWC)—An activity owning TMDE and requiring support from the TMDE Flight.

Performing Work Center (PWC)—A work center, which maintains or calibrates TMDE belonging to an OWC.

PMEL Automated Management System (PAMS)—A computer system used to generate all TMDE related schedules, manage all master ID listings, and store PWC maintenance data collection (MDC).

TMDE Coordinator—The coordinator obtains calibration support for the OWC, informs the OWC of

TMDE status and provides advice to the supervisor and commander. All communications are normally between the TMDE coordinator and the PMEL scheduler.

TMDE Master Inventory—A quarterly listing which reflects all TMDE that receives maintenance and calibration service by the TMDE Flight. The listing is produced in two parts. Part I is listed by PWC and Part 2 is listed by OWC. Equipment categories 2, 3, and 4 are listed in the OWC listing. The PWC supports category 3 and 4 equipment. The PMEL will also support category 2 equipment when designated as PMEL responsibility by T.O. 33K-1-100 or the applicable CMS.

Emergency TMDE—TMDE is one-of-a-kind, has no substitute on base, and will keep an organization from accomplishing its mission. An emergency item is immediately placed into work and will be worked until completed.

Mission Essential (priority) TMDE—TMDE is urgently needed to support mission requirements and has no substitute on base. A priority item will be the next item placed into work.

Scheduled TMDE—TMDE requiring calibration, which appears on the current MDC Equipment Schedule.

Unscheduled TMDE—TMDE requiring repair or calibration, which is not listed on the MDC Equipment Schedule.

Limited Calibration—TMDE is not calibrated to its full capability. Full TMDE capabilities are not required for many work centers. Limited calibrations reduce TMDE turnaround with no reduction in OWC capabilities.

No Periodic Calibration (NPC)—TMDE does not verify performance factors in support of critical equipment and does not indicate performance factors with significant accuracy.

Calibrate Before Use (CBU)—TMDE normally not used between the date it was calibrated and the date it is due calibration.

Attachment 2

APPOINTMENT OF TMDE COORDINATORS LETTER

DATE: _____

MEMORANDUM FOR 43 MXS/LGMD

FROM: _____
(ORG/OFFICE SYMBOL)

SUBJECT: Appointment of TMDE Coordinators

1. IAW TO 00-20-14 para 3.6a, the following individuals are assigned as the TMDE coordinators for OWC _____.

PRIMARY: _____DUTY PHONE: _____E-MAIL: _____

ALTERNATE: _____DUTY PHONE: _____E-MAIL: _____

2. The following information is also furnished for your use.

Mailing Address:

_____

DOD BRANCH: _____ MAJCOM: _____

_____
Flight/Section Chief

Attachment 3

PRIORITY CALIBRATION LETTER

DATE: _____
ACTION MEMORANDUM FOR 43 MXS/LGMD
FROM: _____
SUBJECT: PRIORITY CALIBRATION
1. We request calibration of the following item(s) on an emergency/priority basis. These are needed NLT _____
PART NUMBER ID NUMBER NOMENCLATURE DATE DUE CAL
2. Justification: _____
_____
3. We certify that all alternatives (e.g. borrowing like items) have been explored and that there are no suitable substitutes available for our use.
4. We understand that we have one hour after being notified to bring the hand receipt to PMEL and pick up the item.
5. The POC for any problems or for pick up of this item is _____. The duty phone is _____. After duty hours call _____.
_____
Maintenance Supervisor/Superintendent
1st Ind,

Priority is approved/disapproved/downgraded.
_____
Approving Authority
PMEL USE ONLY
TECHNICIAN: _____ OWC CALLED: _____
UNIT RECEIVED: _____ PICKED UP: _____
AWP'D: _____
COMPLETED: _____